

COUNTY WOMEN'S NETWORK ELECTED POSITION DESCRIPTIONS - Spring 2007 Elections
The following positions are open for election. All terms of office are for a one-year period, unless specifically noted below.

PRESIDENT – The **President** shall enforce the CWN's Bylaws and represent the Network in all matters pertaining to the organization; call and preside at all Network meetings; be an ex-officio member of all standing and ad hoc committees with the exception of Nominations and Elections Committee; appoint a chair for the Nominations and Elections Committees; assign annual financial audit; sign all official correspondence and co-sign CWN checks; carry out other duties as required by the Bylaws.

VICE PRESIDENT – The **Vice President** shall, in the absence of the President, assume the President's duties; serve as organization historian and maintain historical files; co-sign CWN checks as necessary; coordinate development of the strategic plan and its annual review; develop code of ethics and coordinate its annual review; coordinate the annual review of the Bylaws and Standing Rules and the Policy Statements; serve as Chair of the Scholarship Committee and Woman of the Year Committee; carry out other duties as designated by the Bylaws or designated by the President or Board.

TREASURER – The **Treasurer** shall be custodian of the funds of the CWN; collect all dues and deposit same as directed by the Board; disburse funds as approved by the Board; keep a book of accounts and submit monthly reports as requested by the Board; prepare annual budget; sign all Network checks; file annual tax exempt status and return with IRS; prepare and publish annual operating statement and balance sheet; carry out other duties as mandated by the President or Board.

SECRETARY – The **Secretary** shall take, maintain, and distribute accurate minutes of meetings to all Board members; update and maintain CWN stationery; maintain Board information (e.g., contact information and biographies) and distribute to appropriate parties; update the Bylaws, Standing Rules, and Policy Statements after approved by the Board and voted on by membership; conduct an annual survey of membership and report results to the Board; co-sign CWN checks as necessary; carry out other duties as required by the Bylaws or designated by the President or Board.

DIRECTOR OF PROGRAMS, 1st POSITION – The **Director of Programs, 1st Position** shall plan programs and make all necessary arrangements for speakers and introduce them at meetings; coordinate with the Director of Publicity to generate publicity for the program and events; coordinate annual event recognizing County women's achievements; co-sign CWN checks as necessary; carry out other duties as required by the Bylaws or designated by the President or Board. *(Note: Only position #1 is open for election for a two-year term commencing 7/1/07.)*

DIRECTOR OF MEMBERSHIPS, 1st POSITION – The **Director of Memberships, 1st Position** shall maintain an accurate roster of current members; develop annual membership goals for Board of Directors' approval; coordinate annual membership drive programs; collect membership renewal notices and deliver membership statistics to Director of Publicity; mail member packet to each new member; maintain up-to-date mailing labels; maintain and update member e-mail distribution list and non-member courtesy distribution list; process RSVPs and facilitate sign-in for monthly programs; collect and log payment of membership dues, monthly lunch fees, and monthly guest fees and forward to Treasurer; carry out other duties as required by the Bylaws or designated by the President or Board. *(Note: Only Position #1 is open for election for a two-year term commencing 7/1/07.)*

DIRECTOR of PUBLICITY – The **Director of Publicity** shall serve as public relations specialist to ensure media coverage; coordinate all graphic work through volunteers and assure camera-ready materials are provided to the Board of Directors; coordinate publicity with the Director of Membership for annual membership renewal drive; compile and distribute newsletter publications at least quarterly; maintain CWN websites; carry out other duties as required by the Bylaws or designated by the President or Board.

DIRECTOR OF SPECIAL PROJECTS – The **Director of Special Projects** shall maintain CWN store and report results of annual inventory to the Board; maintain CWN Resource Library; research and report to the Board on new fundraising opportunities; supply monthly door prizes through donations or purchase; coordinate with Treasurer to document donations and issue receipts to donors; carry out other duties as required by the Bylaws or designated by the President or Board.

DIRECTOR OF MENTORING, 1st POSITION – The **Director of Mentoring, 1st Position** shall coordinate the CWN Mentoring Program; develop and distribute Mentoring Guidebooks; update and distribute the annual Mentoring Program's recruitment drive; assign and monitor Mentoring Circles; plan and coordinate the annual Recognition Event with the Directors of Programs; carry out other duties as required by the Bylaws or designated by the President or Board. *(Note: Only Position #1 is open for election for a two-year term commencing 7/1/07.)*

DIRECTORS OF DESERT(1) AND WEST VALLEY (1) – The **Directors** shall establish a Steering Committee responsible for regional promotion of CWN, regional recruitment of new members, and sponsoring regional programs; carry out other duties as required by the Bylaws or designated by the President or Board.

DIRECTOR OF COMMUNITY SERVICES – The **Director of Community Services** shall accept requests for CWN participation and involvement with community service projects; maintain a web page on the CWN website that provides community service information and opportunities; serve as chair of the Community Service Committee; plan, organize and represent CWN's involvement in community service projects and events; keep an accounting of participation hours and involvement of CWN members with pre-approved community service projects; maintain records of CWN's involvement in community service projects and provide a year-end report to the membership; carry out other duties as required by the Bylaws or designated by the President or Board.

MAIL TO: Kari Verjil
Registrar of Voters
777 E. Rialto Avenue
San Bernardino, CA 92415-0770
Mail Code - 0770

**Due By 5:00 PM
May 18, 2007**

COUNTY WOMEN'S NETWORK NOMINATION FORM - Spring 2007 Elections

Directions: Members in good standing (dues paid to date) may nominate themselves or another member in good standing for one of the twelve open elected CWN Board of Directors positions (see reverse side of form). **Nominations are due by 5:00 p.m., Friday, May 18, 2007,** to the Registrar of Voters. Please fill in the blanks below as indicated. ***Fold the form in half with return address showing and return via interoffice mail.*** Photocopies of this form may be included if additional space is needed.

If you have any questions, please call Melissa Eickman, Chair of the Nominations/Election Committee, at (909) 387-2084.

From: _____
(Print Full Name)

Dept & Mail Code: _____

I recommend the following nomination(s) to be considered:

Nominee's Full Name

Name of CWN Office

Nominee's Signature

Date

Nominee's Department & Mail Code

Nominee's Phone Number

Nominee's Qualifications/Unique Experience:

**** PLEASE RETURN TO KARI VERJIL (mail code # 0770) NO LATER THAN May 18, 2007 ****